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MANAGERIAL SELECTION PROCESS

State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **OFFICE CHIEF, DESIGN**

SALARY: **\$10,702 - \$12,157**

LOCATION: **DISTRICT 12 – SANTA ANA**

DIVISION: **DESIGN**

FINAL FILING DATE: **DECEMBER 22, 2017**

DUTIES/RESPONSIBILITIES

Under the general direction of the District Director of Capital Outlay Support/Single Focal Point, the Office Chief, Design leads a team and manages the delivery of Capital Outlay projects, including District 12's Major State Highway Operations and Protection Program (SHOPP), State Transportation Improvement Program (STIP), Senate Bill 1 (SB1), and reimbursed locally sponsored projects, including Measure funded projects, as well as the District's annual Minor program, permit reviews and projects on the state highway system funded by others.

Duties and activities include, but are not limited to:

- Responsible for the development, direction and implementation of policies and procedures, establishment and application of standards, and the development and implementation of work priorities. Ensures that the office demonstrates excellent performance in areas of Innovation, Program Management, Resource Management, and Strategic Management.

- Manages the successful delivery of all design products and projects. Supports the implementation of design flexibility concepts. Ensures maximum performance and efficiency of all team members within the office towards development of these products/projects.
- Ensures compliance with all budgetary and administrative requirements for the office and for each staff member within the office. Liaisons with Headquarters (HQ) Division of Design and others as well as represents the District in statewide meetings and task forces seeking to improve efficiency.
- Involved in the resolution of technical and politically sensitive issues and inter-agency and public relations work relating to delivery of projects in line with Caltrans and Federal Highway Administration (FHWA) policies and procedures, as well as established guidelines. Ensures adherence to established design delegation expectations and seeks additional delegation authority as appropriate. Ensures that staff deliver projects within scope, budget and established schedules, and of the utmost professional quality.
- Coordinates District design functions with each other, as well as HQ, and resolves various administrative and personnel matters in a timely manner. Ensures that Caltrans' goals of Safety and Health, Stewardship and Efficiency, Sustainability, Livability and Economy, and System Performance and Organizational Excellence are met or exceeded.
- Participates in district and HQ management level meetings and task forces. Communicates to staff and stakeholders the District's goals and objectives through periodic staff meetings and workshops.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final filing date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. and

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. and

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Caltrans' Equal Employment Opportunity (EEO) and labor relations objectives; a manager's role in Safety, Health, EEO, and Labor Relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately

and adopt an effective course of action; communicate effectively; effectively contribute to Caltrans' Safety, Health, EEO, and Labor Relations objectives.

STATEMENT OF QUALIFICATIONS/EVALUATION CRITERIA

A Statement of Qualifications (SOQ) must be submitted along with the State application. An SOQ is a discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The SOQ must not exceed two (2) pages in length.

1. Demonstrated ability to be innovative in successfully delivering projects while meeting the goals and objectives of Caltrans.
2. Demonstrated ability to efficiently and effectively utilize assigned resources to deliver committed projects.
3. Demonstrated ability to utilize partnering and conflict resolution to achieve stated goals and objectives.
4. Describe your organizational management skills to align resources with products to be efficient and productive.
5. Describe your knowledge of program and project management and change management based on policies and procedures.
6. Describe how you will meet Caltrans' Mission, Vision, Goals, Values and the Strategic Management Plan.
7. Describe your knowledge of Caltrans' policies and directives and how you will support their effective implementation.
8. Demonstrated knowledge of personnel management and supervision, including carrying out personnel actions if required.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. Candidates who meet the minimum qualifications will be admitted into the examination process.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 17MSP77**
- Faxed applications will not be accepted.
- A Statement of Qualifications. **The Statement must not exceed two pages.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- "Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who**

qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678)."

The State application and Statement of Qualifications must be received or postmarked by the final file date of **December 22, 2017**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Ashley Courtney (17MSP77)
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Ashley Courtney at (916) 227-1828

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.